

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-144 **Issue Date:** 10-05-15 **Closing Date:** 10-23-15

2nd Advertisement

Site Supervisor

Yakama Nation Head Start

Department of Human Services

Hourly Wage: \$15.29/Regular/Full-Time

Location: Toppenish, WA

Site supervisor provides oversight of the site's daily functions. The position requires professional preparation and experience working with young children and supervision of staff. Knowledge and skills in the field of child development and early childhood education is required. Requires knowledge, experience, and skills in supervision. Work demands high quality delivery of educational and related services to young children and their families. Work is performed to ensure compliance with Head Start Performance Standards. Emphasis is placed on education, early childhood development, health, disabilities services, safety, nutrition, and mental health. Collaboration with others is necessary to ensure delivery of integrated services that promote overall development of young children. Work is performed with leeway allowed for exercising independent judgement in carrying out the duties of the work. This position also has oversight of facility management.

Knowledge, Skills and Abilities:

- Knowledge of Early Childhood Development theories/practices.
- Knowledge of Head Start Performance Standards, the Head Start Act, and Child Care Regulations.
- Knowledge of Yakama Nation Personnel Policies and Procedures, along with supervisory policies and procedures.
- Knowledge of federal, state and tribal confidentiality rules/regulations.
- Knowledge of educational and/or social services digital data management systems.
- Skills to participate and facilitate staff development activities.
- Ability to adhere to applicable federal, state, tribal, and local rules, regulations, policies and procedures.
- Ability to establish and maintain effective working relationships with colleagues, peers, children, families, and community.
- Ability to maintain standards of professionalism in dress, appearance, attitude, presentation, confidentiality, and work ethic.
- Ability to communicate effectively with individuals and groups, both orally and in writing.
- Ability to operate a computer, copier, fax, overhead projector, laminator, and recording devices.
- Ability to be flexible in work schedule and assignments.
- Ability to endure long periods of standing, walking, stooping, and kneeling.
- Ability to lift up to 50 pounds.
- Ability to articulate clearly, hear, and see.
- Ability to work with contemporary office equipment and software, including computer/laptop, tablets, and smart phones.
- Ability to handle constant noise and children's activities for long periods.

General Recruiting Indicators:

- Minimum of a Bachelor's Degree in Early Childhood Education, or related field and 2 years of experience working with young children. OR
- Associate of Arts Degree in Early Childhood Education, or related early intervention field and 4 years of experience working with young children. OR,
- High School diploma or equivalent, ECE/CDA Certificate, and minimum of 6 years of experience in education services ages birth to five with increased responsibility and enrolled in accredited degree program.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment criminal background check.
- Must have experience working with young children.
- Must have supervisory experience.
- Enrolled Yakama Preference.
- Must possess a valid Washington State Driver License with the ability to obtain a Yakama Nation Tribal Drivers Permit.
- Must have a current First Aid/CPR card or ability to obtain one within 6 months of hire.
- Preference will be given to past/present Head Start parent who meet the qualifications.
- Must be able to manage confidential information.
- Must follow Yakama Nation Head Start Code of Conduct.